

5 November 1952

MEMORANDUM FOR: The Comptroller

SUBJECT : Advances or Payments to Employees for Personal Expenditures

25X1A

1. The use of [REDACTED] funds to meet personal obligations of employees is well recognized as an improper expenditure. This is an established rule of law in the administration of Government funds and is binding on this Agency except in those areas where the Director is authorized to act because of confidential, extraordinary or operational requirements of the Agency.

2. As it is important that Agency personnel be aware of this policy, will you have prepared such a notice as will accomplish the purpose. On completion, please submit it to this Office for approval.

25X1A
3. The approved notice will be forwarded to the Chief of Administration, DD/P, for distribution to the field, and at that time he will be advised of the date the Credit Union will be prepared to handle business, arising out of the recently approved procedures for extending these facilities overseas.

(4)
L. K. WHITE
Assistant Deputy Director
(Administration)

cc: ✓ OGC
CAO/DDP

SA/DD/A:RDHH:jec

Distribution: